



CALIFORNIA STATE CONTROLLER’S OFFICE
OPEN EXAMINATION FOR
CHIEF, COMMUNICATIONS
STATE CONTROLLER’S OFFICE
\$8426 - \$9287

NOTE: The salaries used in this bulletin are the latest available from the State Controller’s Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with department personnel office before making any commitments.

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FINAL FILING
DATE

JANUARY 14, 2005 is the final filing date. Application (STD. Form 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted.

INTERVIEW DATE

It is anticipated that examination interviews will be held during late January or early February of 2005.

WHO MAY APPLY

This is an open examination. Applications will not be accepted on a promotional basis. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

HOW TO APPLY

Submit Examination Application (STD. Form 678)

By mail to:
State Controller’s Office
HR-Examinations Unit
P.O. Box 942850-5877
Sacramento, CA 94250-5877
ATTENTION: Dave Spring

OR

In person to:
State Controller’s Office
HR-Examinations Unit
300 Capitol Mall, 6th Floor
Sacramento, CA 95814
ATTENTION: Dave Spring
(916) 322-2791

Please indicate specific exam title that you are applying for on the application. All applications must also include the "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications received without this information will be rejected.

DO NOT FILE YOUR APPLICATION WITH THE STATE PERSONNEL BOARD.

SPECIAL
TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box of the Examination Application. You will be contacted about specific arrangements.

REQUIREMENTS
FOR
ADMITTANCE TO
THE
EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.
The following patterns may be combined proportionately, when applicable, to meet the overall experience requirement:

Either I

Three (3) years of experience in the California state service performing professional dissemination and communication of economic information, with a level of responsibility not less than that of Deputy Director, Communications; Administrator IV; Principal Investment Officer; Deputy Commissioner; Press; or Information Officer III, CEA.

Or II

Four (4) years of experience in California state service performing professional dissemination and communication of economic information, with a level of responsibility not less than Supervising State Financial Examiner III; Publications Consultant; Chief, Communications.

Or III

Five years of experience in a governmental or private professional agency with responsibility articulating information relative to the primary responsibility of the agency and/or business, at least two years shall have involved management of the agency or business’ comprehensive communications program, or five years of experience as a communications consultant. (Experience in the California state service must include at least two years performing the duties of a class at a level of responsibility not less than Deputy Director, Communications, Administrator IV, Principal Investment Officer, Deputy Commissioner, Press, or Information Officer III, CEA.).

And

Education: Completion of a prescribed communications and/or business curriculum given by an accredited residence school, resulting in a Bachelor’s Degree in Communications, Business Administration, or Economics, or equivalent degree, certificate, or diploma approved by the Council for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10.

DESIRABLE
QUALIFICATION

Master’s Degree in Communications, Economics, or Business Administration.

THE POSITION

This position will disseminate information relative to the primary objectives of the State Controller; that is, to provide sound fiscal control over receipt and disbursement of State and Federal public funds and the financial condition of the State; communicate legislatively-mandated fiscal programs to local governments; create effective lines of communication with other State departments such as the Department of Finance, the State Treasurer’s Office, and the Sate Legislature on issues that affect the State of California’s ability to collect revenue, determine investment options and protect the financial bond and rating status of the State; and do other related work.

Position exists with the State Controller’s Office in Sacramento.

This examination will consist of a Qualifications Appraisal Interview weighted 100%. In order to obtain a position on the eligibility list, a minimum rating of 70% must be obtained in the interview.

Qualifications Appraisal Interview – 100%

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION INFORMATION	SCOPE: A. Knowledge of: <div><div>1. Administration of communications programs and procedures, as used in governmental agencies.</div><div>2. Principles and techniques of effective business communication, organization, management, and supervision.</div><div>3. A manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment free of discrimination and harassment.</div></div> B. Ability to: <div><div>1. Disseminate financial information and articulate that information to a variety of governmental and private financial institutions.</div><div>2. Direct statewide communications programs relating to the use and accountability for State and Federal public funds.</div><div>3. Establish and maintain cooperative relations with those contacted in the course of business.</div></div>
ELIGIBILITY LIST INFORMATION	A departmental eligibility list will be established for the State Controller's Office. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
VETERANS AND CAREER POINTS	Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

If is the candidate's responsibility to contact the State Controller's Office, Examination Unit (916) 324-0811, three days prior to the written test date if the candidate has not received a notice.

For an examination without a written feature it is the candidate's responsibility to contact the State Controller's Office, Examination Unit (916) 324-0811, three weeks after the final file date if the candidate has not received a progress notice.

If a candidate's Notice of interview or Performance Test fails to arrive prior to the day of the interview due to verified postal error, the candidate will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the State Controller's Office, or you may log onto www.spb.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligibility list. Your performance in the examination described on the other side of this announcement will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Controller's Office reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Promotional Examination Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provision of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the State Controller's Office, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress made in their efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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California Relay Telephone Service for the deaf or hearing impaired
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.